

**COMMONWEALTH OF  
MASSACHUSETTS**

**DEPARTMENT OF HOUSING AND  
COMMUNITY DEVELOPMENT  
(DHCD)**

**SECTION 8  
5 YEAR AND ANNUAL  
PUBLIC HOUSING PLAN**

**APRIL 17, 2000**

**PHA Plans**

5 Year Plan for Fiscal Years 2000 - 2004

Annual Plan for Fiscal Year 2000

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN ACCORDANCE WITH  
INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

## **PHA Plan Agency Identification**

**PHA Name:** Massachusetts Department of Housing and Community Development (DHCD)

**PHA Number:** MA901

**PHA Fiscal Year Beginning:** (mm/yyyy) 07/2000

### **Public Access to Information**

**Information regarding any activities outlined in this plan can be obtained by contacting:**  
(select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices

### **Display Locations For PHA Plans and Supporting Documents**

+

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- ☒ Main administrative office of the PHA, which is the Commonwealth's housing and community development agency.
- ☐ PHA development management offices
- ☒ PHA regional contractor offices: names, addresses, phone numbers and contact persons listed in Attachment No. 1
- ☐ Main administrative office of the local government
- ☐ Main administrative office of the County government
- ☒ Main administrative office of the State government (See "Main administrative office of the PHA above")
- ☒ Public library. . . State House Library, Boston, MA
- ☒ PHA website....at: <http://www.state.ma.us/dhcd/>
- ☐ Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- ☒ Main business office of the PHA

- ☐ PHA development management offices  
☒ Other (list below)

.....

**(1) Pages 7-8 in DHCD's in the Annual Plan indicates which of these documents are available on DHCD's website. (2) All of these documents are available by calling (617) 727-7130 ext. 655.**

**5-YEAR PLAN**  
**PHA FISCAL YEARS 2000 - 2004**

[24 CFR Part 903.5]

**A. Mission**

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

- ☒ The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- ☒ The PHA's mission is: (state mission here)

**The mission of DHCD is to strengthen cities, towns and neighborhoods to enhance the quality of life for Massachusetts residents. We work to promote safe, decent affordable housing opportunities, economic vitality of communities and sound municipal management. We work in partnership with regional and local governments, public agencies, community-based organizations and the business community. In all our efforts, we recognize and respect the diverse needs, circumstances and characteristics of individuals and communities.**

**B. Goals**

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

**HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.**

- ☒ PHA Goal: Expand the supply of assisted housing  
Objectives:
- ☒ Apply for additional rental vouchers:  
**In order to reduce unmet housing need in MA, DHCD will actively pursue all opportunities to secure additional Section 8 vouchers.**

- ☐ Reduce public housing vacancies:
- ☒ Leverage private or other public funds to create additional housing opportunities:

**(1) DHCD's contractors have developed strong relationships with owners and managers of private rental housing developments as well as smaller-scale rental properties. They have also been very successful in referring voucher holders to managers of subsidized developments, especially those that are required to reserve a portion of their units for Section 8 vouchers. We will renew our efforts to aggressively outreach to owners and managers of all types of rental housing in order to secure listings of affordable housing opportunities for our clients. As part of our outreach campaign, we will develop new and updated marketing material to be mailed to realtor associations, owners and property managers. This material will also be used as the basis for print and broadcast public service announcements that we will distribute to various media throughout the Commonwealth.**

**(2) DHCD has used its Section 8 portfolio to create a limited number of project-based units. The one-year limitation of contract authority that has recently been implemented by HUD has made it very difficult to market this program to prospective lenders; however, DHCD continues to consider additional project-based initiatives. Over the next six months DHCD will convene a series of focus groups made up of representatives from DHCD's various stakeholders from around the Commonwealth to assess the strengths and weaknesses of different models of Section 8 project-based options that DHCD could consider, including those that both do and do not leverage other public dollars.**

- ☐ Acquire or build units or developments
- ☐ Other (list below)

☒ PHA Goal: Improve the quality of assisted housing

Objectives:

- ☐ Improve public housing management: (PHAS score)
- ☒ Improve voucher management: (SEMAP score)

**DHCD will consistently strive to achieve the “high performer” Section 8 Management Assessment Program (SEMAP) rating for 100% of all indicators being scored.**

☒ Increase customer satisfaction:

**Over the next several years, DHCD expects to enhance customer satisfaction in a number of areas. All DHCD stakeholders will benefit from these planned initiatives, some of which are currently underway.**

**For the APPLICANT as CUSTOMER**

**On March 27, 2000, DHCD implemented a completely new application system. This system replaced DHCD’s eight regional waiting lists that opened infrequently and at different times with one statewide waiting list that we intend to keep open *at all times*. The redesign of this process creates an equal opportunity for all prospective applicants to apply for a DHCD Section 8 voucher. It eliminates the “specific point-in-time,” deadline driven, limited openings that lock out anyone who either did not know about a scheduled opening or did not have the need to apply at that particular time. The applications received during the first two weeks that DHCD opened its revamped statewide list are currently being ordered randomly. All subsequent applications will be added to this list on a date and time-stamped basis. Applicants will only need to submit one application to secure a place on DHCD’s list. Applications will be widely available at a variety of places which applicants are likely to frequent. They can be requested by telephone to any regional contactor and will be accepted in person at these offices or through the mail. The application is also available on DHCD’s website. Selections will be based on a regional residency preference but only to the extent that these selections do not exceed the number of vouchers DHCD allocated to each region as of December 31, 1999. (Attachment One provides a list of these regional allocations and the name and address of the administering DHCD regional contractors.) Selections for all subsequent allocations that DHCD receives beginning January 1, 2000, will be made without regard to the regional residency preference. This computerized waiting list will provide information about applicant demand and waiting times. DHCD will closely monitor this data and make appropriate adjustments in regional distributions where warranted. Additional details about this revised selection process can be found in DHCD’s Administrative Plan.**

## **For the PARTICIPANT as CUSTOMER**

A key outcome of DHCD's Participant Advisory Board is DHCD's recognition of the value of including program participant perspective in both the development and delivery of written and oral program materials made available to all voucher holders. DHCD will utilize the experience of current program participants in a variety of ways to help voucher holders have more successful Section 8 tenancies. Program participants will be asked to share their housing search experiences and strategies at special "moving" sessions, offered to both current and new voucher holders. Program participants will also be asked to review and comment upon various written materials developed by DHCD and its regional contractors that discuss major program modifications, such as the "merger" rule to assure that the information is conveyed in an easy to understand, accessible manner. Stipends will be provided to the participants selected to perform these tasks on behalf of DHCD.

## **For the STAKEHOLDER as CUSTOMER**

### **Updated Housing Needs Data Reports**

Because the waiting list is expected to be open at all times and will eliminate duplicate applications, DHCD will be able to generate various reports on the up-to-date housing needs of this population of prospective Section 8 clients. This data (exclusive of any personal data) will be available to any interested party.

### **Data Management and the Impact of Implementing A Regional Residency Preference**

Once DHCD's statewide Section 8 waiting list is fully operational, and we have initiated selections based on regional residency preferences, DHCD will commence making regular reviews of the data that will be available from the waiting list database to determine what effect, if any, this system has on various applicant groups from around the Commonwealth. We note that several advocacy groups, most notably the Massachusetts Coalition for the Homeless and the Massachusetts NAACP, have supported our transition to a regional residency preference system with the clear understanding the DHCD would make regular reviews of the data to assure that the fair housing and civil rights of minority applicants and other groups protected by civil rights laws are not adversely affected. DHCD will make all non-personal data available to any interested party. Where modifications in our regional allocations may be

warranted, DHCD will make such changes, after consultation with its key stakeholders.

#### **Training and Technical Assistance for All Interested Constituencies**

With the passage of the Quality Housing and Work Responsibility Act of 1998 (QHWRA) that resulted in the merger of the Section 8 certificate and voucher programs into the Housing Choice Voucher Program, DHCD has taken a leadership role in providing training and technical assistance to a wide array of interested constituencies throughout the Commonwealth. DHCD will continue to provide this service and be available to make on-site presentations and provide technical assistance to audiences about all different aspects of the Section 8 program, including the merger requirements, DHCD's new waiting list system, various welfare-to-work, family self-sufficiency and special needs programs, as well as other topics, as requested.

- ☒ Concentrate on efforts to improve specific management functions:  
(list; e.g., public housing finance; voucher unit inspections)

#### **Data Management**

DHCD will continue to work with its contractors on a number of different management information systems (MIS)-related initiatives, including: advising contractors on hardware and software standards that are compatible with DHCD's systems; tracking and analyzing program data to make informed and supportable policy determinations; and using available technologies to enhance the overall delivery of various program services to all constituencies, reduce paperwork and speed up various tasks.

#### **Exceeding HQS Audit Requirements**

DHCD will continue to exceed the HUD-required threshold for units that must be audited for housing quality standard compliance. Approximately 3% of each region's initially leased or re-leased units will be randomly audited each year. This goal exceeds the HUD standard by 50%.

- ☐ Renovate or modernize public housing units:  
☐ Demolish or dispose of obsolete public housing:  
☐ Provide replacement public housing:



- ☐ Provide replacement vouchers:
- ☐ Other: (list below)

☒ PHA Goal: Increase assisted housing choices

Objectives:

- ☒ Provide voucher mobility counseling:

**In future contracts, DHCD intends to require all regional contractors to have a resource room for voucher holders. The resource rooms will include a variety of accessible tools for clients to support their housing search and their employment efforts, including, for example: phones for calls to prospective owners, management companies and places of employment (to support self-sufficiency efforts); computers to do on-line search of apartment listings, job opportunities and to access to DHCD's community profiles; and local and regional newspapers.**

- ☒ Conduct outreach efforts to potential voucher landlords
- ☒ Increase voucher payment standards.

**DHCD has adopted the maximum allowable voucher payment standard of 110% of the published fair market rent (FMR) for all communities east of and including those in Worcester County. DHCD's payment standard for all communities in the western part of the Commonwealth (Hampden, Hampshire, Franklin and Berkshire counties) is set at 100% of FMR.**

**In mid-April 2000, DHCD asked its regional contractors for Hampden, Hampshire, Franklin and Berkshire counties to review their private market rental data for each of the communities within their respective regions to determine if the 100% APS needs to be adjusted for individual communities. DHCD will increase (or decrease) the payment standard within the prescribed range of 90% to 110% in those communities within these counties where this current review indicates that such a modification to DHCD's 100% APS is warranted. It is our expectation based on comments received as part of our PHA Plan public hearing and focus group processes that for several communities in these four counties, some increase in the APS will be justified in order to provide additional housing opportunities for our participants in this part of the Commonwealth.**

**We will carefully monitor our APSs twice annually (and more often, if deemed necessary) for effectiveness and appropriateness, and make adjustments, as warranted. We will monitor the percentage of participant contribution to rent and utility costs to determine its relationship to the 30% of income standard generally considered by the industry to be a reasonable tenant contribution. We will also monitor data to determine the impact of the HUD requirement that limits tenant contribution to rent and utility costs to 40% for all initial leases.**

**Where our data suggests that the payment standards may be too high, DHCD will make appropriate adjustments.**

**DHCD will seek HUD permission for exception payment standards beyond the maximum 110% allowed where our monitoring data, supported by rental market data, suggests that HUD's FMR basis is too low to provide a reasonable number of affordable housing choices. DHCD has instructed its contractors to review their rental market data and submit a list of communities for which an exception rent may be warranted by May 1, 2000. We have also requested that they review all current HUD-approved exception rents and submit requests for further increases, where their data suggests these current exceptions are no longer appropriate. DHCD will submit to HUD a bundled request for exception rents for all those communities from throughout the Commonwealth where our contractor data supports such a request.**

☒ **Implement voucher homeownership program:**

**DHCD will continue to work with the Citizens Housing and Planning Agency (CHAPA) and other interested stakeholders to develop small scale homeownership demonstration programs, perhaps targeted to specific populations, like the disabled or those making the transition to work, once the Section 8 Homeownership regulations are finalized by HUD.**

☐ **Implement public housing or other homeownership programs:**

☐ **Implement public housing site-based waiting lists:**

☐ **Convert public housing to vouchers:**

☒ **Other: (list below)**

**DHCD will implement measures toward deconcentration of poverty by encouraging voucher participation by owners with properties located outside areas of high poverty and high minority concentrations. These measures will**

**include: (1) requesting HUD permission for exception payment standards where the rental market data can support such requests, and (2) undertaking targeted, focused outreach to rental property owners and managers in these communities.**

**HUD Strategic Goal: Improve community quality of life and economic vitality...**

**Not Applicable to the Section 8 Only Agencies**

☐

PHA Goal: Provide an improved living environment

Objectives:

☐

Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:

☐

Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:

☐

Implement public housing security improvements:

☐

Designate developments or buildings for particular resident groups (elderly, persons with disabilities)

☐

Other: (list below)

**HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals**

- ☒ PHA Goal: Promote self-sufficiency and asset development of assisted households  
Objectives:  
☒ Increase the number and percentage of employed persons in assisted families:

**(1)JOBLink AND FAMILY SELF SUFFICIENCY (FSS) :** Encourage all DHCD Section 8 Welfare-to-Work JOBLink participants to enter into the Section 8 Family Self-Sufficiency Program.

**(2)MAINTAIN AN ACTIVE FAMILY SELF SUFFICIENCY PROGRAM:**  
Continue to enroll and provide services to all other program participants interested in the FSS program, thereby meeting or exceeding DHCD's minimum program size established by HUD of 679 families, even though these minimum thresholds are no longer required by HUD.

- ☒ Provide or attract supportive services to improve assistance recipients' employability:

**EMPLOYMENT-RELATED ADVISORY GROUPS:** Strengthen both state level and regional networks of government and service agencies to support DHCD's FSS, Welfare-to-Work JOBLink and Moving to Work Program participants. Reduce the duplication of effort that currently exists as a consequence of each program having its own advisory entity by consolidating these various groups into one key overarching FSS/Welfare-to-Work coordinating committee that can help to inform the service and employment links to all three programs.

**COOPERATIVE AGREEMENTS:** Encourage regional subcontractors to review and update existing cooperative and other similar agreements where they have proved effective and enter into new such agreements with workforce development, job-readiness, and post-employment service providers, with particular attention to One Stop Career Centers.

- ☒ Provide or attract supportive services to increase independence for the elderly or families with disabilities.

**HOUSING OPTIONS PROGRAM (HOP):** Continue to require that 100% of all Housing Option Program (HOP) Section 8 subsidies (targeted to the

homeless disabled) include a match of service dollars and service delivery by the participating Commonwealth human service commissions.

**DIRECT SERVICES AND SERVICE LINKAGES:** Continue to require that direct services or service linkages are made available to all participants in the following DHCD Section 8 special needs programs: Raising the Next Generation Program (targeted to grandparents caring for grandchildren); both the tenant-based and project-based AIDS programs; the Veterans Affairs Supported Housing Program (VASH) (targeted to veterans with mental health and substance abuse problems); the Redfield House for Pregnant and Parenting Teens in Pittsfield; and each of the McKinney SRO Section 8 developments that have been targeted to a specific population.

While not required by HUD regulation, explore ways that program participants in both the Mainstream and Designated Housing programs (targeted to non-elderly disabled households) can receive appropriate services and support.

☒ Other: (list below)

**MOVING TO WORK (MTW):** Operate a Moving to Work (MTW) Demonstration Project that will serve 183 current or former (past 24 months) families making the transition to work. Using existing Section 8 funds, MTW will provide an annual stipend to each participant that has three targeted uses: (1) a shallow rent subsidy; (2) an automatic contribution to a monthly escrow account; and (3) a supports-budget for work-related expenses. The dual goals of DHCD's MTW program are to promote long term success in the labor force and to promote and support housing choice for its target population.

**SEEK NEW RESOURCES:** Seek additional resources to enhance existing programs and create new programs to promote self-sufficiency and asset development for assisted individuals and families.

**HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans**

☒ PHA Goal: Ensure equal opportunity and affirmatively further fair housing  
Objectives:

☒ Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:

- ☐ Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability: **Not Applicable to tenant-based programs**
- ☒ Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
- ☒ Other: (list below)

### **SEEK EXCEPTION RENTS**

**Implement measures that address deconcentration of poverty by encouraging voucher participation by owners with properties located outside areas of high poverty and high minority concentrations. This measure will include requesting HUD permission for exception rents up to 120% of FMR where the rental market data can support such requests and asking HUD to increase current exception rents where these rents are no longer sufficient to provide wider housing opportunities for all clients.**

**Other PHA Goals and Objectives: (list below)**

### **REASONABLE ACCOMMODATION TRAINING**

**DHCD regional contractors have participated in a number of reasonable accommodation training programs over the past several years. DHCD will continue to assure that all of its contractors are made aware of additional reasonable accommodation training programs and will require that all newly hired appropriate staff attend at least one of these sessions.**

### **FAIR HOUSING TRAINING**

**DHCD regional contractors have participated in a number of fair housing training programs over the past several years. DHCD will continue to assure that all regional contractors are made aware of additional fair housing training opportunities and will require that that all newly hired appropriate staff attend at least one of these sessions.**

# Annual PHA Plan PHA Fiscal Year 2000

[24 CFR Part 903.7]

## **i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

☐ **Standard Plan**

### **Streamlined Plan:**

- ☐ **High Performing PHA**  
☐ **Small Agency (<250 Public Housing Units)**  
☒ **Administering Section 8 Only**

☐ **Troubled Agency Plan**

## **ii. Executive Summary of the Annual PHA Plan**

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

**This Executive Summary will highlight major initiatives and discretionary policies that DHCD will implement in fiscal year 2000.**

### **MAJOR INITIATIVES**

#### **IMPLEMENTATION OF A STATEWIDE SECTION 8 WAITING LIST**

The Massachusetts Department of Housing and Community Development (DHCD) enters this coming fiscal year having just implemented a landmark change in the manner in which it makes its Section 8 Housing Choice Vouchers available to the public. This key administrative change will have multiple beneficial consequences for many DHCD stakeholders and will demonstrate to HUD and other Section 8 administrators nationwide that internet-based technologies have a prominent role to play in the daily administration of this program. On March 27, 2000 DHCD implemented what is certain to be the first of its kind *statewide* Section 8 waiting list anywhere in the country that DHCD intends to keep open *at all times for all interested applicants*. This secured, internet-based waiting list has been designed to be user-friendly, provide one-stop shopping for DHCD vouchers, and generate critical data about applicant and participant characteristics. Because of the enormous demand for this program, it will generate accurate, up-to-date housing

needs data for an entire state, data that will be available to inform the Commonwealth's planning, policies and procedures, and future legislative efforts.

DHCD's implementation of its statewide Section 8 waiting list has influenced several of its policies and procedures on Eligibility, Selection and Admissions. With the advent of this new system, DHCD also implemented a regional residency preference for a fixed number of vouchers in each of DHCD's administrative regions, based on the number of vouchers allocated to each region as of December 31, 1999. (Attachment One lists these numbers for each region.) Beginning in January 2000, DHCD has committed to distributing all new vouchers received on a "demand" basis, eliminating the regional consideration entirely. DHCD will be able to use the data obtained from its new waiting list system to annually monitor the impact of this regional residency preference on all groups of prospective applicants and will make corrective adjustments in the distribution of its regional allocations where the data suggests such a redistribution is warranted.

The importance of the regional residency preference must be stressed. Designation of a fixed number of vouchers for each region permits each regional contractor to prepare and have approved by DHCD an annual operating budget, that allows them to plan for and support adequate staff and resources to administer the program. Additionally, as the Commonwealth's chief housing agency, DHCD is committed to protecting the opportunity of extremely low income households *in all parts of the Commonwealth* to fairly compete for a DHCD voucher. Establishing minimum voucher thresholds for each region achieves this commitment.

#### **SUPPORT FOR FAMILIES MAKING THE TRANSITION FROM WELFARE TO WORK**

In many parts of Massachusetts, as elsewhere, rising rent levels are fast outpacing the earning power of families now moving from welfare to work. To support families in this transition, DHCD will continue to dedicate housing and staff resources through targeted programs such as the Family Self-Sufficiency program, the Moving to Work Demonstration Project and the JOBLink Welfare-to-Work housing voucher program. These initiatives assist working people in meeting their basic needs and enhancing their long-term economic self-sufficiency. Approximately three thousand families will participate in these programs. The foundation of stable affordable housing will allow them to pursue further education, career development, and homeownership goals. It will also create an environment for improved learning opportunities for their children. Coordination with other state agencies, regional and local governments, community-based organizations, and the private sector are critical to the success of these initiative, allowing DHCD an unparalleled



opportunity to bring together a wide variety of stakeholders and existing resources to support very low-income working families throughout the Commonwealth.

## **DISCRETIONARY POLICIES**

### **1. Adopting 110% Applicable Payment Standard (APS)**

As noted in DHCD's March 31, 2000 draft Consolidated Plan (revised April 10, 2000 and scheduled to be finalized in May 2000), the most significant housing and community development problem facing the Commonwealth is housing affordability for households across a broad range of incomes. In the second half of the 1990s, housing prices in many areas of the state have increased rapidly from their already high levels. Renters, especially those of low or moderate incomes, have faced rapidly increasing rents, which increase their housing cost burden.

Without reasonable payment standards, voucher holders will not be able to find and lease affordable rental housing. This difficulty will be compounded by HUD's requirement that caps a voucher participant's contribution to their rent and utility costs for all initial leases at 40% of their adjusted income.

For these reasons, DHCD elected to use its discretionary authority to increase the applicable payment standard to 110% of FMR in all cities and towns east of and including those in Worcester county. We set the standard for all other communities in Massachusetts at 100% of FMR. For these communities, on a community-by-community basis, DHCD will increase the payment standard up to 110% should our regular review of rental market data indicate that an increase is warranted. DHCD will monitor the effectiveness of this discretionary policy twice annually, and more often if necessary, to determine if any adjustments in the payment standard are warranted.

### **2. Continuation of former federal preferences, in order to target those with the most severe housing need.**

(These former HUD preferences are described on page 27-28 of the Annual Plan.)

As stated in DHCD's March 31, 2000 draft Consolidate Plan (as revised April 10, 2000 and scheduled to be finalized in May 2000), despite the vigor of the state's economy and the extensive government housing programs in the Commonwealth, homelessness remains a problem in Massachusetts. There are indications that the number of homeless families and individuals has increased in recent years: shelters have been filled to capacity more often than in the past, despite an increase in the number of shelter beds available. In addition, the average length of stays in

shelters has increased. Some are homeless or at risk of homelessness due to economic circumstances, and higher rents and housing prices have exacerbated this aspect of the homelessness problem.

For these reasons, DHCD has elected to use its discretionary authority to continue to use the former federal preferences in order to assure that those with the greatest housing need, especially the homeless and those with a severe rent burden, are the primary beneficiaries of DHCD's Section 8 portfolio.

**3. Granting search time extensions up to 180 days and beyond for reasonable accommodation and other good cause.**

As noted in the discussion on payment standards above, and consistent with DHCD's draft Consolidated Plan, for the past several years, the rental housing market in many communities in Massachusetts has been very unfavorable for households seeking an apartment with a Section 8 voucher. Escalating rents and utility costs have made it difficult for many voucher holders to find a rental unit that is both affordable and meets the requirements of the Section 8 program within the standard 120 days allowed.

For this reason, DHCD has elected to use its discretionary authority to extend the amount of time a voucher holder is provided to find a Section 8 eligible apartment up to 180 days. Any voucher holder can receive additional time up to 180 days by making a phone request or submitting a written request for a sixty day extension beyond 120 days. No documentation will be required, but for administrative reasons, it is important that a request for this additional time be made and noted in the voucher holder's file. During a phone request for an extension, a voucher holder's program representative can provide guidance and suggestions for continuing a housing search. DHCD will also extend the search time beyond 180 days for documented reasonable accommodation and other good causes. We will closely monitor these exceptional extensions to ensure that we continue to have the budget authority to support leasing that may occur after such a long period of housing search.

### **iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

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**(I) Description of DHCD's Participant Advisory Board(PAB), PAB  
Recommendations and DHCD Response to these Recommendations; (II)  
Comments Received on DHCD's Draft PHA Plans and DHCD Response  
Made As part of its Public Hearing and Focus Group Process**

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

Required Attachments:

- ☐ Admissions Policy for Deconcentration  
☐ FY 2000 Capital Fund Program Annual Statement

- ☐ Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- ☒ PHA Management Organizational Chart (**Attachment 2**)
- ☐ FY 2000 Capital Fund Program 5 Year Action Plan
- ☐ Public Housing Drug Elimination Program (PHDEP) Plan
- ☒ Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text **Included in PHA Plan Text**)

- ☒ Other (List below, providing each attachment name)

**Attachment No.1: List of DHCD's regional contractors and regional allocations**

**Attachment No. 2: Table of Organization of DHCD**

**Attachment No. 3: List of DHCD federal housing and community development programs**

**Attachment No. 4: Breakout of DHCD's Section 8 Special Programs**

#### Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the "Applicable & On Display" column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
x	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan : <b>DHCD's Administrative Plan dated January 1, 1999 is posted on DHCD's website. The address is: <a href="http://www.state.ma.us/dhcd/">http://www.state.ma.us/dhcd/</a> . The Plan is currently being updated to conform to the requirements of the Quality Housing and Work Responsibility Act of 1998 and to provide details on DHCD's revised tenant selection system. It is expected that these revisions will be completed and available by June 1, 2000.</b>	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application	Annual Plan: Safety and Crime Prevention

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	<p><b>The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings .</b></p> <p><b>DHCD's audit is part of the Commonwealth's audit under the Single Audit Act. It is posted on the Commowealth's website as follows:</b></p> <p><b><a href="http://www.state.ma.us/osc">http://www.state.ma.us/osc</a></b>  <b>Go to Financial Reporting and Audit</b>  <b>Go to the Single Audit</b></p>	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

## **1. Statement of Housing Needs**

[24 CFR Part 903.7 9 (a)]

### **A. Housing Needs of Families in the Jurisdiction/s Served by the PHA**

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
<b>Family Type</b>	<b>Overall</b>	<b>A f f o r d - a b i l i t y</b>	<b>Sup ply</b>	<b>Quality</b>	<b>Access- ibility</b>	<b>Size</b>	<b>Loc a- tion</b>

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
Family Type	Overall	A f f o r d - a b i l i t y	Sup ply	Quality	Access- ibility	Size	Loc a- tion
Income <= 30% of AMI	227,045	5	NA	NA	NA	NA	NA
Income >30% but <=50% of AMI	127,542	5	“	“	“	“	“
Income >50% but <80% of AMI	144,431	3	“	“	“	“	“
Elderly 0-50%	142,698	5	“	“	“	“	“
Families with Disabilities	19,552 Individuals;  3,962 Families with Children	5	“	“	“	“	“
Race/Ethnicity  White Non-Hispanic 0-50%	268,856	N A	“	“	“	“	“
Race/Ethnicity  Black Non-Hispanic 0-50%	32,101	N A	“	“	“	“	“
Race/Ethnicity  Hispanic 0-50%	39,084	N A	“	“	“	“	“
Race/Ethnicity							

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)



Consolidated Plan of the Jurisdiction/s  
Indicate year

The Housing Needs data presented above was taken from the 1993 CHAS Housing Needs Data Table 1 ( C ) based on 1990 Census data. This data is used both in the Commonwealth's 1995 Community Planning and Development Consolidated Plan and in the draft of the 2000 Plan. Data for "Families with Disabilities" was taken from the Massachusetts Continuum of Care: Gaps Analysis June 1999.

DHCD is currently preparing its FY 2000 Consolidated Plan that will contain updated housing needs data for the Commonwealth. The draft of the Consolidated Plan dated March 31, 2000 and revised April 10, 2000 has been distributed statewide to interested stakeholders and posted on our website (<http://www.state.ma.us/dhcd/>) The final document will be completed and submitted to HUD by the end of May 2000. It, too, will be widely distributed and posted on our website.

- ☐ U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- ☐ American Housing Survey data  
Indicate year:
- ☐ Other housing market study  
Indicate year:
- ☐ Other sources: (list and indicate year of information)

## **B. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists**

State the housing needs of the families on the PHA's waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

<b>Housing Needs of Families on the Waiting List</b>
--

## Housing Needs of Families on the Waiting List

Waiting list type: (select one)

☒ Section 8 tenant-based assistance

On March 27, 2000 DHCD opened its new statewide Section 8 waiting list. It is DHCD's intention, if feasible, that this list will remain open at all times. Applications received or postmarked by April 5<sup>th</sup> will be randomized by computer and placed on the waiting list using the computer-generated order. Applications received after April 5<sup>th</sup> will be added to the list by the date and time of receipt. Applicant data from the initial two week opening is currently being entered into the waiting list data base. We anticipate that we will have updated data to included in this section of our PHA Plan by mid-May 2000 and DHCD will re-submit this page to HUD at that time.

☐ Public Housing

☐ Combined Section 8 and Public Housing

☐ Public Housing Site-Based or sub-jurisdictional waiting list (optional)

If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total			
Extremely low income <=30% AMI			
Very low income (>30% but <=50% AMI)			
Low income (>50% but <80% AMI)			
Families with children			
Elderly families			
Families with Disabilities			
Race/ethnicity			
Race/ethnicity			
Race/ethnicity			
Race/ethnicity			

## Housing Needs of Families on the Waiting List

**N. B. Not all applicants provide racial and ethnic data when filing a pre-application.**

Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			

Is the waiting list closed (select one)? ☒ No ☐ Yes

If yes:

How long has it been closed (# of months)?

Does the PHA expect to reopen the list in the PHA Plan year? ☐ No ☐ Yes

**DHCD expects that its Section 8 waiting list will remain open continuously.**

Does the PHA permit specific categories of families onto the waiting list, even if generally closed? ☐ No ☐ Yes...

**Certain households are provided with Automatic Preference including:**  
**(1) Section 8 Mod Rehab tenants who must move and are eligible for continued subsidy; (2) Persons being assisted under DHCD's witness/victim protection provisions; (3) Formerly preference eligible families presently receiving assistance under DHCD's HOME Tenant Based Rental Assistance and McKinney Shelter Plus Care Programs; (4) Transfers from other DHCD agencies and other public housing agencies.**

### **C. Strategy for Addressing Needs**

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

**(1) Strategies**

**Need: Shortage of affordable housing for all eligible populations**

**Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:**

Select all that apply

- ☐ Employ effective maintenance and management policies to minimize the number of public housing units off-line
- ☐ Reduce turnover time for vacated public housing units
- ☐ Reduce time to renovate public housing units
- ☐ Seek replacement of public housing units lost to the inventory through mixed finance development
- ☐ Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- ☒ Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- ☒ Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- ☒ Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- ☒ Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program.
- ☒ Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- ☐ Other (list below)

**Strategy 2: Increase the number of affordable housing units by:**

Select all that apply

- ☒ Apply for additional section 8 units should they become available
- ☒ Leverage affordable housing resources in the community through the creation of mixed - finance housing.

**DHCD will convene focus group of representatives from the public and private development sector to explore feasible options for developing Project-based Section 8 units in tandem with other funds.**

- ☒ Pursue housing resources other than public housing or Section 8 tenant-based assistance.

**DHCD administers a variety of other federal and state housing and Community development programs, including the HOME, CDBG, and McKinney programs. A complete list of federal programs administered by DHCD is included as Attachment No. 3.**

☐ Other: (list below)

**Need: Specific Family Types: Families at or below 30% of median**

**Strategy 1: Target available assistance to families at or below 30 % of AMI**

Select all that apply

- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance...
- ☒ Employ admissions preferences aimed at families with economic hardships.

**DHCD continues to use the former federal preferences, which includes those who are severely rent burdened and those who are homeless.**

☐ Adopt rent policies to support and encourage work.

☐ Other: (list below)

**Need: Specific Family Types: Families at or below 50% of median**

**Strategy 1: Target available assistance to families at or below 50% of AMI**

Select all that apply

- ☐ Employ admissions preferences aimed at families who are working
- ☐ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

**Need: Specific Family Types: The Elderly**

**Strategy 1: Target available assistance to the elderly:**

Select all that apply

- ☐ Seek designation of public housing for the elderly

- ☐ Apply for special-purpose vouchers targeted to the elderly, should they become available...
- ☐ Other: (list below)

**Need: Specific Family Types: Families with Disabilities**

**Strategy 1: Target available assistance to Families with Disabilities:**

Select all that apply

- ☐ Seek designation of public housing for families with disabilities
- ☐ Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- ☒ Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- ☒ Affirmatively market to local non-profit agencies that assist families with disabilities
- ☐ Other: (list below)

**Need: Specific Family Types: Races or ethnicities with disproportionate housing needs**

**Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:**

Select if applicable

- ☒ Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- ☐ Other: (list below)

**Strategy 2: Conduct activities to affirmatively further fair housing**

Select all that apply

- ☒ Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- ☒ Market the section 8 program to owners outside of areas of poverty /minority concentrations
- ☐ Other: (list below)

**Other Housing Needs & Strategies: (list needs and strategies below)**

**(2) Reasons for Selecting Strategies**

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- ☐ Funding constraints
- ☐ Staffing constraints
- ☐ Limited availability of sites for assisted housing
- ☐ Extent to which particular housing needs are met by other organizations in the community
- ☒ Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- ☒ Influence of the housing market on PHA programs
- ☐ Community priorities regarding housing assistance
- ☒ Results of consultation with local or state government
- ☐ Results of consultation with residents and the Resident Advisory Board
- ☒ Results of consultation with advocacy groups
- ☒ Other: (list below)

**The foundation for DHCD's Section 8 strategies can be found in its relationship to those state agencies that serve households that are eligible for Section 8 assistance. DHCD works closely with the Commonwealth's human service departments, its TANF agency and more recently, has forged new relationships with the state's workforce development agencies. These state relationships complement DHCD's extensive relationship with numerous other stakeholders in the public, private and nonprofit sectors.**

**As the Commonwealth's chief housing agency, DHCD will use its Section 8 portfolio to assist the Commonwealth's neediest households, including the homeless and the disabled. The Commonwealth also believes that it has an obligation to use its Section 8 resources to support families making the transition to work. Many otherwise eligible households may not have an opportunity to easily compete for these resources at local agencies administering the program, especially where a local residency preference is utilized.**

## **2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.



Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
<b>1. Federal Grants (FY 2000 grants)</b>		
a) Public Housing Operating Fund		
b) Public Housing Capital Fund		
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	<b>\$111,748,539</b>	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self- Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
<b>3. Public Housing Dwelling Rental Income</b>		
<b>4. Other income (list below)</b>		
<b>4. Non-federal sources (list below)</b>		
<b>Total resources</b>	<b>\$111,748,5339</b>	

### **3. PHA Policies Governing Eligibility, Selection, and Admissions**

[24 CFR Part 903.7 9 (c)]

#### **A. Public Housing**

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

##### **(1) Eligibility**

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- ☐ When families are within a certain number of being offered a unit: (state number)
- ☐ When families are within a certain time of being offered a unit: (state time)
- ☐ Other: (describe)

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- ☐ Criminal or Drug-related activity
- ☐ Rental history
- ☐ Housekeeping
- ☐ Other (describe)

c. ☐ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d. ☐ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

e. ☐ Yes ☐ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

##### **(2)Waiting List Organization**

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- ☐ Community-wide list
- ☐ Sub-jurisdictional lists
- ☐ Site-based waiting lists
- ☐ Other (describe)

b. Where may interested persons apply for admission to public housing?

- ☐ PHA main administrative office  
☐ PHA development site management office  
☐ Other (list below)

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year?

2. ☐ Yes ☐ No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?  
If yes, how many lists?

3. ☐ Yes ☐ No: May families be on more than one list simultaneously?  
If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- ☐ PHA main administrative office  
☐ All PHA development management offices  
☐ Management offices at developments with site-based waiting lists  
☐ At the development to which they would like to apply  
☐ Other (list below)

### **(3) Assignment**

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- ☐ One  
☐ Two  
☐ Three or More

b. ☐ Yes ☐ No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

#### **(4) Admissions Preferences**

a. Income targeting:

- ☐ Yes ☐ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

- ☐ Emergencies  
☐ Overhoused  
☐ Underhoused  
☐ Medical justification  
☐ Administrative reasons determined by the PHA (e.g., to permit modernization work)  
☐ Resident choice: (state circumstances below)  
☐ Other: (list below)

c. Preferences

1. ☐ Yes ☐ No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection **(5) Occupancy**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)  
☐ Victims of domestic violence  
☐ Substandard housing  
☐ Homelessness  
☐ High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- ☐ Working families and those unable to work because of age or disability  
☐ Veterans and veterans' families

- ☐ Residents who live and/or work in the jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

Date and Time

Former Federal preferences:

Involuntary Displacement (Disaster, Government Action, Action of Housing  
Owner, Inaccessibility, Property Disposition)  
Victims of domestic violence  
Substandard housing  
Homelessness  
High rent burden

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in the jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

- ☐ The PHA applies preferences within income tiers
- ☐ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

### **(5) Occupancy**

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- ☐ The PHA-resident lease
- ☐ The PHA's Admissions and (Continued) Occupancy policy
- ☐ PHA briefing seminars or written materials
- ☐ Other source (list)

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- ☐ At an annual reexamination and lease renewal
- ☐ Any time family composition changes
- ☐ At family request for revision
- ☐ Other (list)

### **(6) Deconcentration and Income Mixing**

a. ☐ Yes ☐ No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b. ☐ Yes ☐ No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

- ☐ Adoption of site-based waiting lists  
If selected, list targeted developments below:
- ☐ Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:
- ☐ Employing new admission preferences at targeted developments  
If selected, list targeted developments below:

☐ Other (list policies and developments targeted below)

d. ☐ Yes ☐ No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

- ☐ Additional affirmative marketing
- ☐ Actions to improve the marketability of certain developments
- ☐ Adoption or adjustment of ceiling rents for certain developments
- ☐ Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- ☐ Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

- ☐ Not applicable: results of analysis did not indicate a need for such efforts
- ☐ List (any applicable) developments below:

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

- ☐ Not applicable: results of analysis did not indicate a need for such efforts
- ☐ List (any applicable) developments below:

## B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### (1) Eligibility

a. What is the extent of screening conducted by the PHA? (select all that apply)

- ☒ Criminal or drug-related activity only to the extent required by law or regulation...
- ☐ Criminal and drug-related activity, more extensively than required by law or regulation
- ☐ More general screening than criminal and drug-related activity (list factors below)
- ☐ Other (list below)

- b. ☐ Yes ☒ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. ☒ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

**DHCD performs a Criminal Offender Records Information (CORI) check on each applicant selected for the program and all new household members 18 years and older.**

- d. ☐ Yes ☒ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- ☐ Criminal or drug-related activity
- ☒ Other (describe below)..

**As required by regulation, DHCD will provide an owner with the names of the tenant's current and former landlords, if known, and if requested by an owner.**

## **(2) Waiting List Organization**

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- ☒ None
- ☐ Federal public housing
- ☐ Federal moderate rehabilitation
- ☐ Federal project-based certificate program
- ☐ Other federal or local program (list below)
- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)
- ☐ PHA main administrative office
- ☒ Other (list below).

**Beginning on March 27, 2000, it is DHCD's intention that applications will be accepted on a continuous basis for anyone electing to apply to our program. Applications can be obtained in person or by telephone. They are also available on DHCD's web-site, at shelters, community-based organizations, and other similar agencies. Only one application will be necessary to be placed on the waiting list. Applications can be mailed to any DHCD regional contractor at any time.**



### **(3) Search Time**

- a. ☒ Yes ☐ No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

**All applicants and participants will receive an automatic 60 day extension up to 120 days. No request or documentation is necessary. All applicants can receive an additional 60 day extension up to 180 days, if they provide a written request or make a phone call to their program representative. Applicants will be provided with an indefinite extension beyond 180 days for a reasonable accommodation or other exceptionally good cause, with appropriate documentation.**

### **(4) Admissions Preferences**

- a. Income targeting

- ☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

- b. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- ☒ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☒ Victims of domestic violence... **As Part of Involuntary Displacement.**
- ☒ Substandard housing
- ☒ Homelessness
- ☒ High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☒ Residents who live and/or work in your jurisdiction:

- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☒ Victims of reprisals or hate crimes: **As part of Involuntary Displacement**
- ☒ Other preference(s) (list below)

**Automatic preference is provided to: (1) Section 8 Mod Rehab tenants who must move and are eligible for continued subsidy; (2) Persons being assisted under DHCD's witness/victim protection provisions; (3) Formerly preference eligible families presently receiving assistance under DHCD's HOME Tenant Based Rental Assistance and McKinney Shelter Plus Care Programs; (4) Transfers from other DHCD agencies and other public housing agencies.**

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

Date and Time

Former Federal preferences

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 1 Victims of domestic violence.
- Preferences above.
- 1 Substandard housing
- 1 Homelessness
- 1 High rent burden

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☒ Residents who live and/or work in your jurisdiction

Done as a regional residency preference for a percentage of each contractor's Portfolio. See Attachment No. 1

- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☒ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- ☒ Date and time of application...see below
- ☒ Drawing (lottery) or other random choice technique...

**A lottery will be established for applicants who apply during the first two weeks that DHCD re-opens applications beginning on March 27, 2000. After that time, all future applicants will be placed on the list by date and time.**

5. If the PHA plans to employ preferences for "residents who live and/or work in the jurisdiction" (select one)

- ☐ This preference has previously been reviewed and approved by HUD.

**DHCD requested HUD permission to utilize a regional residency preference on September 10, 1999. Additionally, we have used this PHA Plan process to review in detail, with key DHCD advocacy groups, other stakeholders and current program participants, our revised waiting list system. This system is based upon a utilization of a regional residency preference for all units under ACC prior to January 1, 2000. It also allows for selections without regard to any residency preference for all new units received after January 1, 2000. The response from our constituencies has been overwhelmingly positive! DHCD will begin implementation of the regional residency preference when its statewide waiting list is operative. We expect the list to be on-line and ready for use in May 2000.**

- ☐ The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

☐

The PHA applies preferences within income tiers

☒

Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

#### **(5) Special Purpose Section 8 Assistance Programs**

- a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)
- ☒ The Section 8 Administrative Plan
- ☒ Briefing sessions and written materials
- ☐ Other (list below)
- b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?
- ☐ Through published notices
- ☒ Other (list below)...

**Through targeted outreach to a variety of public and private organizations who serve potentially eligible applicants, such as various Commonwealth human service commissions, disability agencies, homeless shelters, advocacy groups, CAP agencies, and workforce training and employment programs.**

#### **4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

##### **A. Public Housing**

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

##### **(1) Income Based Rent Policies**

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

- a. Use of discretionary policies: (select one)
- ☐ The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

- ☐ The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0  
☐ \$1-\$25  
☐ \$26-\$50

2. ☐ Yes ☐ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

c. Rents set at less than 30% than adjusted income

1. ☐ Yes ☐ No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

- ☐ For the earned income of a previously unemployed household member  
☐ For increases in earned income  
☐ Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

☐ Fixed percentage (other than general rent-setting policy)  
If yes, state percentage/s and circumstances below:

- ☐ For household heads  
☐ For other family members  
☐ For transportation expenses  
☐ For the non-reimbursed medical expenses of non-disabled or non-elderly families  
☐ Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income)  
(select one)

- ☐ Yes for all developments  
☐ Yes but only for some developments  
☐ No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- ☐ For all developments  
☐ For all general occupancy developments (not elderly or disabled or elderly only)  
☐ For specified general occupancy developments  
☐ For certain parts of developments; e.g., the high-rise portion  
☐ For certain size units; e.g., larger bedroom sizes  
☐ Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- ☐ Market comparability study  
☐ Fair market rents (FMR)  
☐ 95<sup>th</sup> percentile rents  
☐ 75 percent of operating costs  
☐ 100 percent of operating costs for general occupancy (family) developments  
☐ Operating costs plus debt service  
☐ The "rental value" of the unit  
☐ Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- ☐ Never  
☐ At family option  
☐ Any time the family experiences an income increase  
☐ Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)\_\_\_\_\_

☐ Other (list below)

g. ☐ Yes ☐ No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

## **(2) Flat Rents**

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- ☐ The section 8 rent reasonableness study of comparable housing
- ☐ Survey of rents listed in local newspaper
- ☐ Survey of similar unassisted units in the neighborhood
- ☐ Other (list/describe below)

## **B. Section 8 Tenant-Based Assistance**

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### **(1) Payment Standards**

Describe the voucher payment standards and policies.

a. What is the PHA's payment standard? (select the category that best describes your standard)

- ☐ At or above 90% but below 100% of FMR
- ☒ 100% of FMR, **for all communities in Hampden, Hampshire, Franklin and Berkshire counties, unless a specific need for a higher standard is documented in a particular community.**
- ☒ Above 100% but at or below 110% of FMR... **110% for all communities east of and including those in Worcester County**
- ☒ Above 110% of FMR (if HUD approved; describe circumstances below)...**For those communities that have received HUD-approved exception rents that exceed 110% of FMR.**



b. If the payment standard is lower than FMR, why has the PHA selected this standard?

(select all that apply)

- ☐ FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ The PHA has chosen to serve additional families by lowering the payment standard
- ☐ Reflects market or submarket
- ☐ Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- ☒ FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☒ Reflects market or submarket
- ☒ To increase housing options for families
- ☒ Other (list below)..

**To enhance employment options for clients; to help clients locate housing in areas outside of high concentrations of poverty and minority populations; to enhance choice of schools and other community options, as desired by participants.**

d. How often are payment standards reevaluated for adequacy? (select one)

- ☐ Annually
- ☒ Other (list below)

**Twice annually.**

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- ☒ Success rates of assisted families
- ☒ Rent burdens of assisted families
- ☐ Other (list below)

## **(2) Minimum Rent**

a. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0
- ☒ \$1-\$25
- ☐ \$26-\$50

b. ☒ Yes ☐ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below).

DHCD will waive the minimum tenant payment for up to three months in cases of financial hardship including, but not limited to: job loss, death of a family member, not at fault loss of benefits under state, local or federal assistance programs, or to avoid eviction. Further extensions of time may also be granted considering the circumstances of each particular family. The maximum extension period will be until the participant's next annual reexamination. With regard to the QHWRA requirement that no family pay more than 40% of their income toward rent at the time of new admission or when moving to a new unit, DHCD will grant a hardship waiver to any family that demonstrates zero (or other exceptionally low) income, in order that they not be denied access to the program due to the maximum tenant rent burden of 40% of income in all newly leased units.

## **5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

### **A. PHA Management Structure**

Describe the PHA's management structure and organization.

(select one)

- ☒ An organization chart showing the PHA's management structure and organization is attached. **See Attachment Two**
- ☒ A brief description of the management structure and organization of the PHA follows:

**The Department of Housing and Community Development is a state agency established by Chapter 23B of the Massachusetts General Laws. DHCD's numerous programs address the Commonwealth's need for affordable housing, as well as community and neighborhood development. DHCD has an annual budget of approximately \$450 million, made up of both state and federal operating, capital and trust funds. The department has a Director's Office, an Office of Policy Development, an Office of Administration and Finance and an Office of the Chief Counsel. All programs are administered out of one of the following four operational divisions: Municipal Development, Public Housing and Rental Assistance, Neighborhood Services, and Private Housing.**

**The Division of Public Housing and Rental Assistance, through its Bureau of Federal Rental Assistance Programs, oversees DHCD's administration of the Section 8 program.**

## B. HUD Programs Under PHA Management

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing		
Section 8 Vouchers	<b>14,600</b>	<b>Approximately 7%</b>
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)	<b>See Attachment No. 4</b>	<b>Approximately 7%</b>
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)	<b>See Attachment No. 3. (Many of these are not housing programs.)</b>	<b>Turnover for all housing programs is expected to be approximately 7%.</b>

## C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

(1) Public Housing Maintenance and Management: (list below)

(2) Section 8 Management: (list below)

Section 8 Administrative Plan and all its attachments and referenced memoranda, guidelines and correspondence; SEMAP Compliance Documents

## **6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6.  
Section 8-Only PHAs are exempt from sub-component 6A.

### **A. Public Housing**

1. ☐ Yes ☐ No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

- ☐ PHA main administrative office  
☐ PHA development management offices  
☐ Other (list below)

### **B. Section 8 Tenant-Based Assistance**

1. ☒ Yes ☐ No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

**Program participants (not applicants) who receive a termination notice are afforded an extra appeal. They are able to file appeal of the regional contractor's determination to terminate to DHCD's legal office within 14 days from the date of the termination notice issued by the regional contractor.**

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

- ☐ PHA main administrative office  
☒ Other (list below)...

**Appropriate DHCD regional contractor office that made the eligibility determination.**

## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

### **A. Capital Fund Activities**

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

#### **(1) Capital Fund Program Annual Statement**

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

☐ The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name)

-or-

☐ The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

#### **(2) Optional 5-Year Action Plan**

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

a. ☐ Yes ☐ No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

☐ The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name

-or-

☐ The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

## **B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)**

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

☐ Yes ☐ No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)  
b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:

2. Development (project) number:

3. Status of grant: (select the statement that best describes the current status)

- ☐ Revitalization Plan under development
- ☐ Revitalization Plan submitted, pending approval
- ☐ Revitalization Plan approved
- ☐ Activities pursuant to an approved Revitalization Plan underway

☐ Yes ☐ No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?  
If yes, list development name/s below:

☐ Yes ☐ No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?  
If yes, list developments or activities below:

☐ Yes ☐ No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?

If yes, list developments or activities below:

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☐ No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

### 2. Activity Description

☐ Yes ☐ No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

<b>Demolition/Disposition Activity Description</b>
1a. Development name:
1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. Number of units affected:
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

## **9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities**

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☐ No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

### 2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

<b>Designation of Public Housing Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	
2. Designation type:	
Occupancy by only the elderly <input type="checkbox"/>	
Occupancy by families with disabilities <input type="checkbox"/>	
Occupancy by only elderly families and families with disabilities <input type="checkbox"/>	
3. Application status (select one)	
Approved; included in the PHA's Designation Plan <input type="checkbox"/>	
Submitted, pending approval <input type="checkbox"/>	
Planned application <input type="checkbox"/>	
4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY)	
5. If approved, will this designation constitute a (select one)	
<input type="checkbox"/> New Designation Plan	
<input type="checkbox"/> Revision of a previously-approved Designation Plan?	



6. Number of units affected:
7. Coverage of action (select one)
- ☐ Part of the development
- ☐ Total development

## **10. Conversion of Public Housing to Tenant-Based Assistance**

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

### **A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act**

1. ☐ Yes ☐ No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

<b>Conversion of Public Housing Activity Description</b>
1a. Development name:
1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)

4. Status of Conversion Plan (select the statement that best describes the current status)

- ☐ Conversion Plan in development
- ☐ Conversion Plan submitted to HUD on: (DD/MM/YYYY)
- ☐ Conversion Plan approved by HUD on: (DD/MM/YYYY)
- ☐ Activities pursuant to HUD-approved Conversion Plan underway

5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)

- ☐ Units addressed in a pending or approved demolition application (date submitted or approved: \_\_\_\_\_)
- ☐ Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: \_\_\_\_\_)
- ☐ Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: \_\_\_\_\_)
- ☐ Requirements no longer applicable: vacancy rates are less than 10 percent
- ☐ Requirements no longer applicable: site now has less than 300 units
- ☐ Other: (describe below)

**B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937**

**C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937**

**11. Homeownership Programs Administered by the PHA**

[24 CFR Part 903.7 9 (k)]

**A. Public Housing**

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1. ☐ Yes ☐ No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under

section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

**B. Section 8 Tenant Based Assistance**

1. ☒ Yes ☐ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to component 12;

if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

**DHCD plans to administer one or more limited pilot demonstration homeownership programs; however, at this time, no specific plans have been formalized. DHCD is waiting for the Section 8 Homeownership regulations to be finalized by HUD. DHCD has been and will continue to consult with the Citizens Housing and Planning Association (CHAPA), disability agencies and other interested organizations on possible pilots.**

a. Size of Program

☐ Yes ☐ No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- ☐ 25 or fewer participants  
☐ 26 - 50 participants  
☐ 51 to 100 participants  
☐ more than 100 participants

b. PHA-established eligibility criteria

☐ Yes ☐ No: Will the PHA’s program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?  
If yes, list criteria below:

## **12. PHA Community Service and Self-sufficiency Programs**

[24 CFR Part 903.7 9 (l)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

### **A. PHA Coordination with the Welfare (TANF) Agency**

1. Cooperative agreements:

☒ Yes ...**For the 2000 unit Welfare-to-Work JOBLink program**

If yes, what was the date that agreement was signed? DD/MM/YY: 27/04/99

☐ No:

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- ☒ Client referrals
- ☒ Information sharing regarding mutual clients (for rent determinations and otherwise)
- ☒ Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- ☒ Jointly administer programs...**DHCD is lead JOBLink agency**
- ☒ Partner to administer a HUD Welfare-to-Work voucher program
- ☒ Joint administration of other demonstration program..**DHCD is lead Moving to Work agency**
- ☐ Other (describe)

**B. Services and programs offered to residents and participants**

**(1) General**

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas?

(select all that apply)

- ☐ Public housing rent determination policies
- ☐ Public housing admissions policies
- ☐ Section 8 admissions policies
- ☐ Preference in admission to section 8 for certain public housing families
- ☐ Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- ☐ Preference/eligibility for public housing homeownership option participation
- ☐ Preference/eligibility for section 8 homeownership option participation
- ☐ Other policies (list below)

b. Economic and Social self-sufficiency programs

- ☒ Yes ☐ No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use. )

<b>Services and Programs</b>				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
<b>JOBLink...Case management by Program Coordinators</b>	<b>2000</b>	<b>First, Section 8 waiting list match with DTA; then, targeted referrals from local DTA and other related offices</b>	<b>Each DHCD regional contractor</b>	<b>Section 8</b>
<b>Moving to Work Demonstration Program...Case management by MTW Advisory</b>	<b>183</b>	<b>Targeted referrals from local DTA and Employment Training Offices in Southern Worcester County and from Transition to Work Collaborative in Boston.</b>	<b>Rural Housing Improvement, Inc. for the Southern Worcester County component (122 units) and Metropolitan Boston Housing Partnership (61 units) for the Boston component.</b>	<b>Section 8</b>

**(2) Family Self Sufficiency program/s**

a. Participation Description

<b>Family Self Sufficiency (FSS) Participation</b>		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8	<b>655 as of July 1, 1999</b>	<b>679 as of December 31, 1999</b>

- b. ☐ Yes ☐ No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?  
If no, list steps the PHA will take below:

### **C. Welfare Benefit Reductions**

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

- ☒ Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- ☐ Informing residents of new policy on admission and reexamination
- ☐ Actively notifying residents of new policy at times in addition to admission and reexamination.
- ☐ Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- ☐ Establishing a protocol for exchange of information with all appropriate TANF agencies
- ☐ Other: (list below)

### **D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937**

## **13. PHA Safety and Crime Prevention Measures**

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

### **A. Need for measures to ensure the safety of public housing residents**

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)
- ☐ High incidence of violent and/or drug-related crime in some or all of the PHA's developments
  - ☐ High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
  - ☐ Residents fearful for their safety and/or the safety of their children
  - ☐ Observed lower-level crime, vandalism and/or graffiti
  - ☐ People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
  - ☐ Other (describe below)

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).

- ☐ Safety and security survey of residents
- ☐ Analysis of crime statistics over time for crimes committed “in and around” public housing authority
- ☐ Analysis of cost trends over time for repair of vandalism and removal of graffiti
- ☐ Resident reports
- ☐ PHA employee reports
- ☐ Police reports
- ☐ Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- ☐ Other (describe below)

3. Which developments are most affected? (list below)

**B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year**

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- ☐ Contracting with outside and/or resident organizations for the provision of crime-and/or drug-prevention activities
- ☐ Crime Prevention Through Environmental Design
- ☐ Activities targeted to at-risk youth, adults, or seniors
- ☐ Volunteer Resident Patrol/Block Watchers Program
- ☐ Other (describe below)

2. Which developments are most affected? (list below)

**C. Coordination between PHA and the police**

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- ☐ Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan



- ☐ Police provide crime data to housing authority staff for analysis and action
  - ☐ Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
  - ☐ Police regularly testify in and otherwise support eviction cases
  - ☐ Police regularly meet with the PHA management and residents
  - ☐ Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
  - ☐ Other activities (list below)
2. Which developments are most affected? (list below)

#### **D. Additional information as required by PHDEP/PHDEP Plan**

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- ☐ Yes ☐ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- ☐ Yes ☐ No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- ☐ Yes ☐ No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_\_)

### **14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

### **15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

### **16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

1. ☒ Yes ☐ No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?  
(If no, skip to component 17.)
2. ☒ Yes ☐ No: Was the most recent fiscal audit submitted to HUD?
3. ☒ Yes ☐ No: Were there any findings as the result of that audit?
4. ☐ Yes ☒ No: If there were any findings, do any remain unresolved?  
If yes, how many unresolved findings remain? \_\_\_\_

5. ☐ Yes ☐ No: Have responses to any unresolved findings been submitted to HUD?  
If not, when are they due (state below)?

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component.  
High performing and small PHAs are not required to complete this component.

1. ☐ Yes ☐ No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
- ☐ Not applicable
  - ☐ Private management
  - ☐ Development-based accounting
  - ☐ Comprehensive stock assessment
  - ☐ Other: (list below)
3. ☐ Yes ☐ No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

### **I. DHCD'S PARTICIPANT ADVISORY BOARD (PAB)**

**DHCD convened its "Participant Advisory Board" (PAB), so named because DHCD does not administer any federal public housing, on Saturday March 4<sup>th</sup> and Saturday March 11, 2000 in Sturbridge, MA. All 14,100 DHCD participants under lease in January 2000 were invited to serve on the PAB. The invitation indicated that DHCD desired to establish a twenty member board made up of representatives from each of DHCD's regional administrative areas to inform the agency's PHA planning process. The invitation stressed that participation was voluntary. It described the tasks involved. Because of the time commitment involved and the type of activities described, DHCD did not expect that many tenants would be**

interested in participating, but did expect that those who did would make excellent contributions to the PAB. This expectation proved correct.

Twenty tenants from around the state participated in the first session. Of those twenty, thirteen returned the following Saturday for the final session. DHCD hired a facilitator from the Donahue Institute at U. Mass Boston to assist in the planning and running of the PAB. The two day session was designed to achieve two objectives: (1) to build group cohesiveness amongst twenty individuals who had never met one another; and (2) to use each member's own Section 8 experience and observations to make recommendations on both the Five Year and Annual Plan, through a series of progressively more focused Section 8 related activities.

Questions about DHCD's Participant Advisory Board process should be directed to Mary-Anne Morrison, DHCD's Director of Federal Rental Assistance Programs, at (617) 727-7130 ext. 630 or e-mailed to:

[Mary.anne.Morrison@state.ma.us](mailto:Mary.anne.Morrison@state.ma.us)

#### **A. Resident Advisory Board Recommendations**

### **DHCD'S PAB RECOMMENDATIONS AND DHCD RESPONSE**

<b>PAB RECOMMENDATION</b>	<b>DHCD RESPONSE</b>
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<p><b>1. Re: Tenant Education</b></p> <p><b>a. Expand availability of certain written materials that will be included in the resource rooms that each contractor agency must develop by January 2002, to places such as public libraries and the Internet.</b></p> <p><b>b. Have optional targeted workshops on such topics as housing search tips and recognizing discrimination.</b></p> <p><b>c. Use current program participants to serve as role models and share their experiences searching for housing and maintaining a successful Section 8 tenancy during routine and optional workshops.</b></p>	<p><b>a. DHCD agrees with this suggestion and will work with its contractors to identify appropriate public places in which to make various Section 8 materials available. DHCD will also expand the information it currently makes available on its web-site to include key tenant and landlord materials.</b></p> <p><b>b. DHCD agrees with this recommendation and will work with its contractors to determine what types of additional workshops could be offered at each agency.</b></p> <p><b>c. DHCD agrees with this suggestion and will be establishing a formal mechanism to assure that each contractor agency can identify and work with exceptional tenants who can offer valuable insights into the housing search and on-going Section 8 tenancy process. DHCD will also pay a small stipend for tenants who serve as presenters in briefings and workshops.</b></p>
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<p><b>2. Re: Landlord Outreach and Education</b></p> <p>a. Do more outreach to educate the public about the Section 8 program, with special emphasis on reaching smaller rental property owners.</p> <p>b. Hold more workshops for rental property owners that provide information on both the Section 8 program and other related property management issues.</p> <p>c. DHCD should do better screening of voucher holders so that potentially bad tenants are not referred to owners.</p>	<p>a. DHCD agrees with the suggestion and will be developing new and updated marketing materials to be widely distributed to boards of realtors, property managements associations, small and large publicly and privately financed developments. Additionally, this material will serve as the basis for public service announcements in various media.</p> <p>b. DHCD agrees with this suggestion and will work with its contractors to develop these kinds of workshops that can be offered on a regular basis.</p> <p>c. Adult members of all new households coming onto DHCD's Section 8 program must undergo a CORI check. DHCD's contractors provide prospective owners with written information about performing consistent, nondiscriminatory tenant screening checks, and emphasizes this information at all owner workshops and in material prepared for owners and property managers. DHCD believes that it is in the best interest of a tenant-based rental assistance program to leave tenant selection decisions to prospective owners.</p>
<p><b>3. Re: Provide Additional Time for Housing Search</b></p>	<p>DHCD agrees with this suggestion and has already extended the amount of time for the housing search to 180 days, with the possibility of additional time for a reasonable accommodation or other good cause that can be documented.</p>

<p><b>4. Re: Increase Applicable Payment Standard In Certain Western Mass. Communities And Seek New And/Or Updated HUD Exception Rents</b></p>	<p>DHCD has asked each of its contractors to review their housing market data and submit to us requests for new and/or revised HUD exception rents by May 1, 2000. DHCD will forward these requests to HUD if DHCD agrees that the data supports further increases above 110% of the APS. Additionally, DHCD has asked its contractors in the western part of the Commonwealth to identify those communities needing an increase in the APS to 110% that may have been overlooked when DHCD established its current policy of keeping the APS at 100% in all communities in Hampden, Hampshire, Franklin and Berkshire Counties.</p>
<p><b>5. Re: Eliminate The Inclusion Of Taxes, Health Insurance And FICA From Adjusted Income When Determining The Tenant's Contribution To Rent</b></p>	<p>DHCD explained that rent determination requirements are both Congressionally and administratively determined by HUD. DHCD noted that it would raise this issue with HUD in its PHA Plan.</p>

<p><b>6. Re: Provide More Resources To Fast Track Leasing And Provide Incentives For Owners To Participate</b></p> <p>For example, security deposit, brokers fees, housing search assistance, holding fees to compensate the owner for the time it takes to have the unit pass a HQS inspection, money to make modest repairs to an apartment so that it will pass inspection, and others.</p>	<p>DHCD acknowledges that in a very tight rental market, such as the one we are currently experiencing in many parts of the Commonwealth, it is very difficult for many voucher holders to secure an apartment that meets the requirements of the program and that can be initially rented for under 40% of the household's adjusted income. In this regard, we have determined to operate a small-scale pilot program for \$80,000 in three regions of the Commonwealth (greater Boston, N. Essex and N. Middlesex Counties and Plymouth and Bristol Counties) to determine if the provision of some additional funds, capped at \$750 per household, will result in faster leasing of decent and affordable apartments. This pilot will be done in concert with our welfare-to-work JOBLink program. The details of this pilot will be developed during the spring of 2000 and implemented by early summer 2000, if not sooner. Based on the results of this pilot, DHCD will determine how best to expand this pilot, providing the costs are reasonable and within DHCD's administrative budget authority.</p>
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## **II. DHCD'S FOCUS GROUPS AND PUBLIC HEARING PROCESS**

As part of its PHA Plan public planning process, DHCD held two focus groups made up of key stakeholders from around the Commonwealth. These sessions were held on March 1, 2000 (Boston) and March 3, 2000 (Holyoke). Thirty representatives from a variety of public, private and not-for-profit agencies met with DHCD to provide their input into our draft Plan. Additionally, on March 24, 2000 (Boston) and March 28, 2000 (Holyoke), DHCD held two public hearings on its draft Plans. DHCD also accepted written comment on these Plans through March 28, 2000. The

following is a summary of the key comments made and DHCD's response to these comments:

FOCUS GROUP AND PUBLIC HEARING COMMENTS	DHCD RESPONSE
<b>1. Re: Increase The supply Of Available Rental Housing By Leveraging Other DHCD Housing Dollars In Order To Develop Section 8 Project-Based Housing</b>	<b>Over the next six months, DHCD will convene a series of focus groups made up of representatives from DHCD's various stakeholders from around the Commonwealth to assess the strengths and weaknesses of different models of Section 8 project-based options, including those that both do and do not leverage other public housing dollars, that DHCD could consider.</b>
<b>2. Re: Increase Applicable Payment Standard In Certain Western Mass. Communities And Seek New And/Or Updated HUD Exception Rents</b>	<b>DHCD has asked each of its contractors to review their housing market data and submit to us requests for new and/or revised HUD exception rents by May 1, 2000. DHCD will forward these requests to HUD if DHCD agrees that the data supports further increases above 110% of the APS. Additionally, DHCD has asked its contractors in the western part of the Commonwealth to identify those communities needing an increase in the APS to 110% that may have been overlooked when DHCD established its current policy of keeping the APS at 100% in all communities in Hampden, Hampshire, Franklin and Berkshire Counties.</b>



<p><b>3. Re: Spend DHCD Administrative Funds To Support Voucher Holders Ability To Find Affordable Housing</b></p> <p>For example, spend these funds in such areas as security deposit, brokers fees, holding fees, moving costs, additional housing search assistance, and other similar expenses.</p>	<p>DHCD will implement a small-scale pilot program for \$80,000 in three regions of the Commonwealth (greater Boston, N. Essex/N. Middlesex counties, and Plymouth/Bristol Counties) to determine if the provision of some additional funds, capped at \$750 per household, will result in faster leasing of decent and affordable apartments. This pilot will be done in concert with our welfare-to-work JOBLink program. The details of this pilot will be developed during the spring of 2000 and implemented by early summer 2000, if not sooner. Based on the results of this pilot, DHCD will determine how best to expand this pilot, provided the costs are reasonable and within DHCD's administrative budget authority.</p>
<p><b>4. Re: Develop A "Moving" Video For All Voucher Holders</b></p> <p>DHCD and its contractors should develop a video that all voucher holders could bring home and keep that demonstrates housing search tips. Tips could include such information as: how to dress for an appointment with a prospective owner; what to do with children when looking at an apartment; how to present as a tenant who cares about taking care of property; how to discuss the Section 8 program, and other similar topics.</p>	<p>DHCD agrees that this idea has merit. DHCD is currently working with a Citizens Housing and Planning Association (CHAPA) committee on addressing key Section 8 issues that is made up of representatives from local housing authorities, advocacy agencies and DHCD contractors. This idea has been presented to this group, and the initial response has been favorable. Discussion will continue about producing such a video using resources from multiple PHAs to pay for the production of such a video. Provided the costs are reasonable, DHCD will play a role in this undertaking.</p>

<p><b>5. Re: Hearing Process...Alternative Dispute Resolution (ADR)</b></p> <p>DHCD should take steps to informally resolve potential terminations prior to taking steps to terminate, and explore whether there are steps short of termination that would be appropriate, such as conditioning continued participation on the use of services that are likely to avoid further program violations.</p>	<p>Many of DHCD's contractors are currently performing these types of informal resolutions, in order to avoid a termination. However, to assure that all contractors are aware of the various ADR-type options available, DHCD will arrange for further training of all its contractor staff that will provide more specific information and materials that can be utilized in this regard.</p>
<p><b>6. Re: Special Needs Programs</b></p> <p><b>a. Transitional Housing:</b> The Department of Mental Health has requested that DHCD expand its definition of transitional housing to include those DMH programs where clients have resided for more than 24 months but are not able to move on because of lack of affordable housing.</p> <p><b>b. SRO Residents:</b> DHCD should allow residents of subsidized SROs who are not paying more than 50% of their income toward rent and utility costs to still be eligible for DHCD's Section 8 vouchers, even though they are not homeless or rent burdened.</p> <p><b>c. Link between McKinney programs for the homeless disabled and DHCD's Section 8 Program:</b> DHCD should allow current McKinney or current Section 8 tenants to be eligible for the other program, as their situation may be better improved by the form of housing offered on the other program.</p>	<p>In response to these and other similar special needs comments also received, DHCD will convene a focus group of appropriate stakeholders to review their concerns in more depth and determine if changes in our policies are warranted.</p>

<b>7. RE: MONITOR THE IMPACT OF REGIONAL RESIDENCY PREFERENCE ON MINORITIES</b>	DHCD has committed to paying scrupulous attention to this suggestion. DHCD will make all non-personal data available to interested parties and will meet with stakeholders to review the data we generate on the outcomes of this revised policy. DHCD will make appropriate changes in its regional allocations if the data indicates these changes are warranted.
<b>8. RE: ELIMINATE THE \$25 MINIMUM RENT</b>	DHCD does not agree with this suggestion. Our experience indicates that very few of our participants must pay this minimum rent. We have not received any complaints from tenants who have been required to make this minimum contribution.

1. ☒ Yes ☐ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

**Comments received were verbally presented by the PAB to DHCD at DHCD's March 11, 2000 Participant Advisory Board. These comments and DHCD's response can be found on pages 52 through 55 of this Annual Plan.**

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)

- ☐ Attached at Attachment (File name)  
☐ Provided below:

3. In what manner did the PHA address those comments? (select all that apply)

- ☐ Considered comments, but determined that no changes to the PHA Plan were necessary.

- ☒ The PHA changed portions of the PHA Plan in response to comments  
List changes below:

**All changes that DHCD has made are noted on pages 52 through 55 of this Annual Plan.**

Other: (list below)

**B. Description of Election process for Residents on the PHA Board**

1. ☐ Yes ☒ No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2. ☐ Yes ☐ No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.) **Not Applicable**

3. Description of Resident Election Process **Not Applicable**

a. Nomination of candidates for place on the ballot: (select all that apply)

- ☐ Candidates were nominated by resident and assisted family organizations
- ☐ Candidates could be nominated by any adult recipient of PHA assistance
- ☐ Self-nomination: Candidates registered with the PHA and requested a place on ballot
- ☐ Other: (describe)

b. Eligible candidates: (select one)

- ☐ Any recipient of PHA assistance
- ☐ Any head of household receiving PHA assistance
- ☐ Any adult recipient of PHA assistance
- ☐ Any adult member of a resident or assisted family organization
- ☐ Other (list)

c. Eligible voters: (select all that apply)

- ☐ All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- ☐ Representatives of all PHA resident and assisted family organizations
- ☐ Other (list)

### **C. Statement of Consistency with the Consolidated Plan**

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: (provide name here) **Commonwealth of Massachusetts**
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
  - ☒ The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
  - ☒ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
  - ☒ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
  - ☒ Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
  - ☐ Other: (list below)
4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

**The housing priorities of DHCD's FY 2000 Consolidated Plan, currently in Draft form and scheduled to be finalized in May 2000, support DHCD's PHA Plan as follows:**

1. Consolidated Plan Priority: **Maintain a system of public housing and rental assistance that serves the homeless and those at risk of homelessness.**

**By continuing to maintain HUD's former federal preferences, one of which includes providing preference to homeless households, DHCD's Section 8 tenant selection policies demonstrate commitment to and consistency with this priority.**

2. Consolidated Plan Priority: **Promote homeless prevention.**

By continuing to maintain HUD's former federal preferences, one of which includes providing a preference to households paying more than 50% of their adjusted income, DHCD's Section 8 tenant selection policies demonstrate commitment to and consistency with this priority.

**3. Consolidated Plan Priority: Maintain a system of public housing and rental assistance that serves the elderly and people with disabilities.**

In addition to several other state-funded efforts targeted to elderly and disabled populations, by successfully applying for all Section 8 set-asides targeted to this population (including: Mainstream/275 vouchers, Designated Housing/600 vouchers, Veterans Affairs Supported Housing Program/62 vouchers, Housing Options Program/175 and by voluntarily committing vouchers from its conventional Section 8 portfolio for the Housing Options Programs/235 (targeted to the homeless disabled), the tenant-based AIDS and HIV initiative/101 vouchers and the project-based AIDS initiative/40 vouchers,) DHCD's willingness and ability to undertake an array of special needs Section 8 programs demonstrates commitment to and consistency with this priority.

**4. Consolidated Plan Priority: Provide affordable homeownership opportunities.**

By preparing to launch small scale Section 8 homeownership programs, once HUD finalizes the required regulations, DHCD demonstrates commitment to and consistency with this priority.

**5. Consolidated Plan Priority: Develop and implement both human service and economic development activities designed to assist economically disadvantaged persons become more self-sufficient, paying particular attention to the needs of current and former TAFDC clients making the transition from welfare-to-work.**

By successfully competing for the maximum 2000 Section 8 welfare-to-work vouchers awarded by HUD in November 1999, voluntarily electing to continue the administration of the Family Self Sufficiency Program (no longer required by HUD for new increments of funding) and administering the demonstration Moving to Work Program, DHCD's willingness and ability to undertake an array of rental assistance initiatives designed to assist

households become more self sufficient as they make the transition to work demonstrates commitment to and consistency with this priority.

**6. Consolidated Plan Priority: Continue DHCD's extensive efforts, using state and federal resources, to preserve the physical and financial viability of assisted and unassisted affordable housing.**

All units that DHCD leases on its Section 8 program must comply with both HUD's housing quality standards and DHCD's enhanced housing quality standards and be rent reasonable. In this regard, DHCD's entire Section 8 portfolio, consisting of over 17,000 units ( 620 of which are Section 8 Moderate Rehabilitation units), demonstrates commitment to and consistency with this priority.

**D. Other Information Required by HUD**

Use this section to provide any additional information requested by HUD.

## **Attachments**

Use this section to provide any additional attachments referenced in the Plans.



## PHA Plan Table Library

### Component 7 Capital Fund Program Annual Statement Parts I, II, and II

#### Annual Statement

#### Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number      FFY of Grant Approval: (MM/YYYY)

☐ Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	
4	1410 Administration	
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

**Annual Statement**

**Capital Fund Program (CFP) Part II: Supporting Table**

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost

**Annual Statement**  
**Capital Fund Program (CFP) Part III: Implementation Schedule**

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Total estimated cost over next 5 years				

**Optional Public Housing Asset Management Table**

See Technical Guidance for instructions on the use of this table, including information to be provided.

Public Housing Asset Management	
Development Identification	Activity Description

Name, Number, and Location									
Number and Type of units Capital Fund Program Parts II and III									
<i>Component 7a</i> Developme nt Activities									
<i>Component 7b</i> Demolition / disposition									
<i>Component 8</i> Designated housing									
<i>Component 9</i> Conversion									
<i>Component 10</i> Home- ownership									
<i>Component 11a</i> Other (describe)									
<i>Component</i>									

Table Library


Attachment No. 1  
DHCD SECTION 8 CONTRACTORS AND REGIONAL ALLOCATIONS AS OF 12/31/99

**TOTAL VOUCHER PORTFOLIO: 16,999**

AGENCY	REGION
Berkshire Housing Development Corporation 74 North Street Pittsfield, MA 01201 (413) 499-1630	Berkshire County 585 Vouchers 40 JOBLink Vouchers
<b>Total:</b>	<b>625</b>
Community Teamwork, Inc. 167 Dutton Street Lowell, MA 01852 (978) 459-0551	Northern Essex/Northern Middlesex Counties 1,155 Vouchers 260 JOBLink Vouchers
<b>Total:</b>	<b>1,810</b>
Housing Assistance Corporation 460 West Main Street Hyannis, MA 02601 (781) 771-5400	Barnstable, Dukes, Nantucket Counties 849 Vouchers 40 JOBLink Vouchers
<b>Total:</b>	<b>889</b>
HAP, Inc. 322 Main Street Springfield, MA 01105 (413) 781-1250	(1)Springfield; and (2)Hampden/Hampshire/ Franklin Counties 2,632 Vouchers 400 JOBLink
<b>Total:</b>	<b>3,032</b>
Metropolitan Boston Housing Partnership 569 Columbus Avenue Boston, MA 02118 (617) 859-0400	(1)Boston; and (2)Metro Boston 4,945 Vouchers 620 JOBLink
<b>Total:</b>	<b>5,565</b>
Rural Housing Improvement, Inc. 218 Central Street P.O. Box 429 Winchendon, MA 01475 (978) 297-5300	(1)Northern Worcester; and (2)Southern Worcester County 1,973 Vouchers 260 JOBLink
<b>Total:</b>	<b>2,233</b>
South Middlesex Opportunity Council 300 Howard Street Framingham, MA 01702 (508) 620-5300	Metro West 796 Vouchers 40 JOBLink
<b>Total:</b>	<b>836</b>
South Shore Housing Development Corporation 169 Summer Street Kingston, MA 02364 (781)585-5885	Plymouth and Bristol Counties 1,669 Vouchers 340 JOBLink
<b>Total:</b>	<b>2,009</b>
Lynn Housing Authority 174 Commons Street Lynn, MA 01905 (781) 592-6296	City of Lynn No Fixed Allocation...Under Executive Order <b>218??</b> , the LHA Administrators



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All DHCD Clients Who Move to Lynn

MASSACHUSETTS DEPARTMENT OF HOUSING AND  
COMMUNITY DEVELOPMENT

FEDERAL HOUSING AND COMMUNITY DEVELOPMENT  
PROGRAMS

**MUNICIPAL**

Community Development Block Grant (CDBG)  
Lead Abatement

**NEIGHBORHOODS**

Weatherization  
Fuel Assistance  
Community Services Block Grant (CSBG)  
Jobs Bill

**PUBLIC HOUSING AND RENTAL ASSISTANCE**

Section 8 Housing Choice Voucher Program  
Section 8 Moderate Rehabilitation Program  
McKinney Shelter Plus Care  
McKinney Scattered Site Transitional Housing Program  
McKinney Supported Housing for the Disable Program  
Housing for Persons With AIDS (HOPWA)

## DHCD'S SECTION 8 SPECIAL PROGRAMS AS OF JAN. 1, 2000

TOTAL TENANT-BASED: **17,000**

Included in the tenant-based total are the following special initiatives:

SPECIAL INITIATIVE	NO. UNITS	POPULATION SERVED	LOCATION AND OTHER INFORMATION
Family Unification Program (FUP)	573	Families re-uniting or staying with Kids	Statewide
Veterans Affairs Supported Housing Program (VASH)	62	Veterans with substance abuse and/or severe psychiatric problems	Done with Beford VA. Greater Boston
Raising the Next Generation (RNG)	50	Grandparents caring for grandchildren	Greater Boston. The tenant-based version of Grandfamilies
Housing Options Program (HOP)	410	Homeless disabled...families and individuals	Statewide. Done with EOHHS Commissions and JRI Health
Mainstream	275	Disabled on DHCD Section 8 waiting lists, then referrals.	Statewide
Designated Housing	600	Disabled on certain MHFA waiting lists, then DHCD lists then referrals.	Statewide. For MHFA developments that went "elderly only"
Preservation	461	Families and individuals in expiring use projects	In various communities
Skinner	100	Minorities residing in Boston on MBHP's waiting list	Boston...but can live anywhere when selected
TBRA AIDS	101	Families and individuals with AIDS or HIV	Statewide. Done with JRI Health. Uses HOPWA \$ DHCD gets from DPH.
Project-based AIDS	40	Same as above	Boston and Springfield
Project-based Salem	67	Individuals	Salem...Lincoln Hotel (63) and Salem CDC(4)
Ramos Tenant-based	6	Families and individuals	Holyoke Consent Decree
Ramos Project-based	150	Same as above	Same as above
Moving to Work	183	Current/former TANF families	Boston and S. Worcester
JOBLink	2000	Same as above	Statewide

Total Special Initiative: **5078** and represents **29%** of DHCD's tenant-based portfolio.

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